



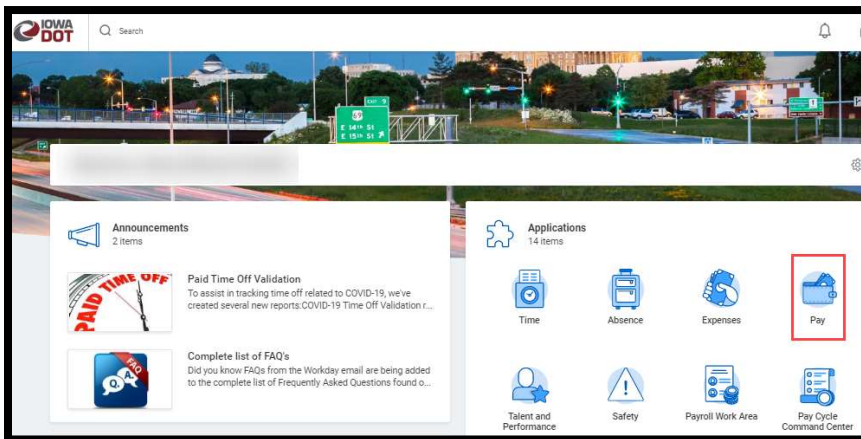
For security reasons, you **MUST** be on VPN or connected to the DOT Network to complete these steps. This process can **NOT** be done on a mobile device.

ADD A DIRECT DEPOSIT ACCOUNT

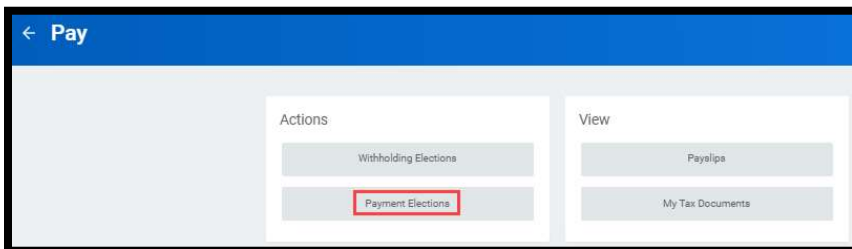


Note: Credit union deductions will no longer be done. You can select up to 4 different banks/accounts – this includes your credit union and/or College Savings Iowa accounts to deposit all or portions of your pay. Please see examples at the end of this job aid.

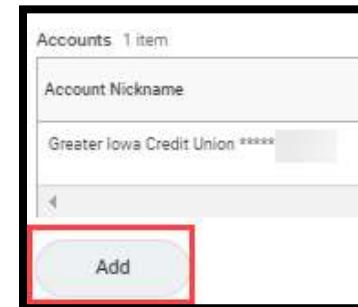
1. From the Workday home page, click on the **Pay** icon



2. Click **Payment Elections**



3. Click **Add**



Account Holder Name: [Text Field]
 Account Country: United States of America
 Sample Check:
 Bank Routing Number: 06205689 Account Number: 3856425 Check Number: 0625
Account Information
 Account Nickname (optional): [Text Field]
 Routing Transit Number: [Text Field]
 Bank Name: [Text Field]
 Bank Identification Code: [Text Field]
 Account Type: ☒ Checking ☐ Savings
 Account Number: [Text Field]
 OK Cancel

4. You can add a Nickname to help you identify this account.

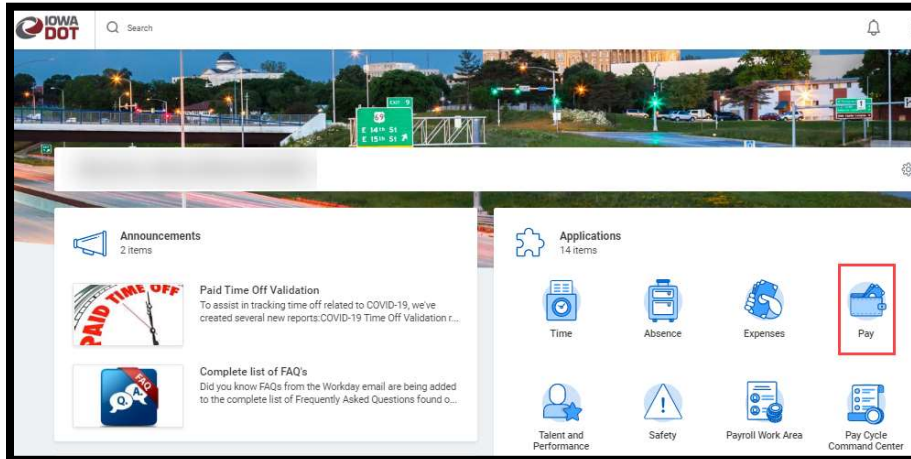
5. Enter the **Routing Transit Number** and **Bank Name**.

6. Select **Account Type** and enter **Account Number**.

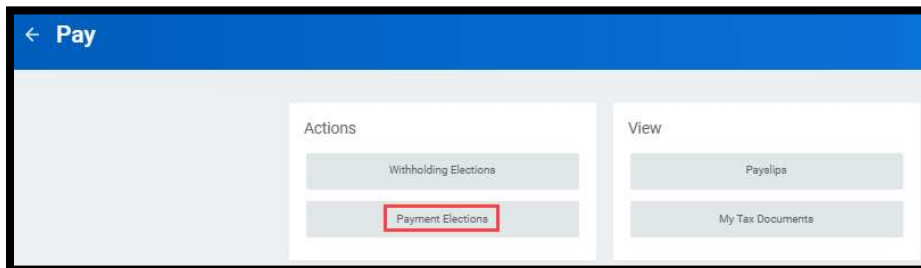
7. Click **OK** to save. Once the account has been added, you may use it to make payment elections.

MANAGE YOUR PAYMENT ELECTIONS

1. From the Workday home page, click on the **Pay** icon



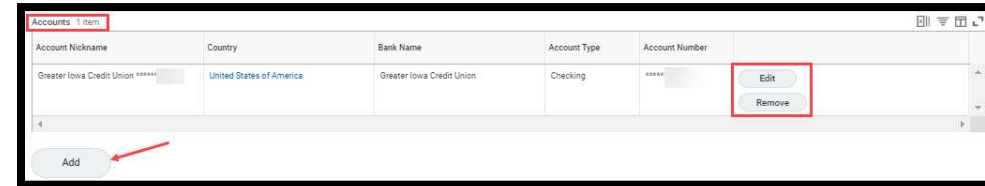
2. Click **Payment Elections**



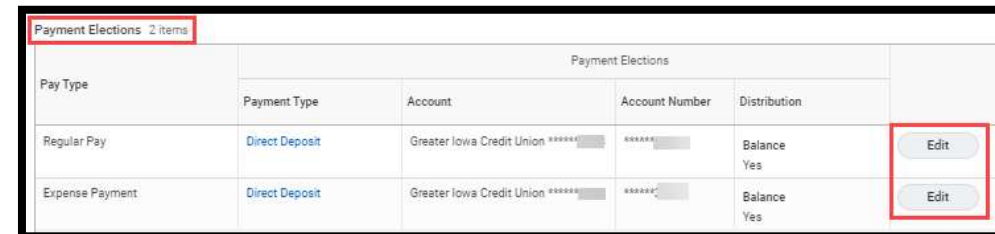
3. Edit or remove a bank account using the **Edit** or **Remove** buttons in the **Accounts** section. Click **Add** to add an additional account.



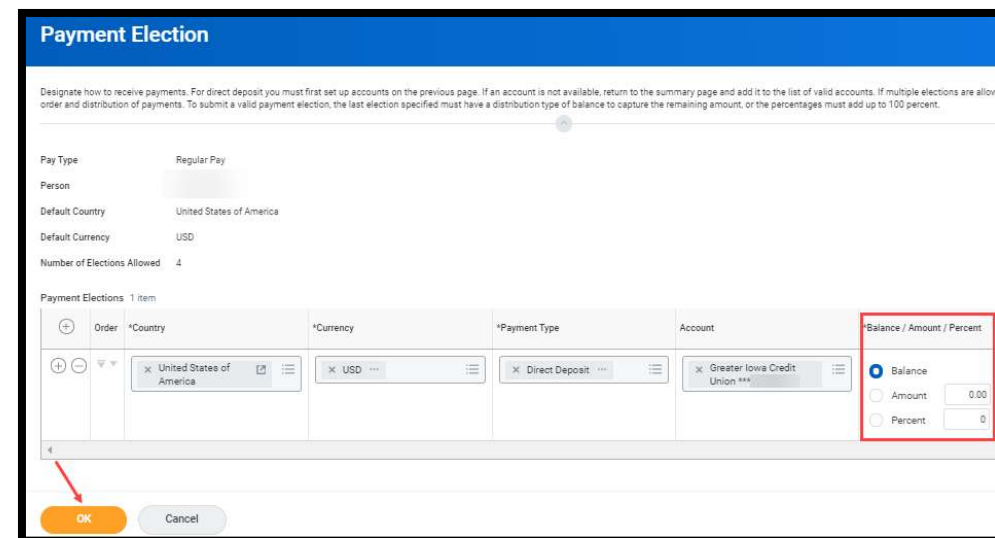
Note: An account can only be deleted if it is no longer used as a payment election.



4. Click the **Edit** button to modify your **Payment Elections** (i.e., amount or percent you want to go to a bank/credit union account),



5. You can change the **amount** or **percent** that goes to the account or change the account that receives the **balance** of payments.



6. Click **OK** to save

PAYMENT ELECTIONS EXAMPLES

When setting up elections Workday processes them in order from top to bottom.

EXAMPLE ONE

Line 1 - \$200

Line 2 – 10%

Line 3 – Balance In this example Workday will take the \$200 first before taking 10% and what's left over goes into the balance line. So, if you had \$1000 of pay, your distribution would be:

Account 1 - \$200

Account 2 - \$80

Account 3 - \$720

EXAMPLE TWO

Line 1 – 10%

Line 2 - \$200

Line 3 – Balance

If you were to swap the order of line 1 and line 2 (Workday will always require the last line to balance, it will give an error to the user if it's not) your new distributions for your \$1000 pay would be:

Account 1 - \$100

Account 2 - \$200

Account 3 - \$700